DOCUMENT RESUME

ED 177 813 EC 121 334

TITLE Teaching/Learning Guide: Level III. Pre-Vocational and Practical Life Skills. Draft Copy.
INSTITUTION Carbon - Lehigh Intermediate Unit, Schnecksville, Pa.
PUB DATE 78
NOTE 63p.; For related information, see EC 121 332-333. Contains some small print

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Adjustment (to Environment); Banking; Behavioral Objectives; Budgeting; Consumer Education; *Daily Living Skills; Family Relationship; Food; *Handicapped Children; Home Economics Skills; Home Management; Individual Power; Interpersonal Competence; Leisure Time; Mental Health; Money Management; Practical Arts; *Prevocational Education; Recreation; Safety; Skill Development; Transportation; Vocational Adjustment

ABSTRACT

The third of three guidelines for teaching sequential skills to handicapped children focuses on prevocational and practical life skills. Objectives are listed for the following areas (sample subcategories in parentheses): application forms (driver's permit, social security benefits); banking; buying (supermarket skills); budgeting; food preparation and serving; shelter; utilities; clothing; household chores; leisure time/recreation; transportation; family relationships; insurance; taxes; use of tools; careers; getting a job; keeping a job; communications (use of telephone and newspapers); enrichment (literary/fine arts); consumer protection; independence and mobility; preserving the environment; law and order; government; mental health; physical health; safety; and social interaction. (CL)

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# TEACHING/LEARNING GUIDE

## Level III

## Pre-Vocational and Practical Life Skills
(Draft Copy)

CARBON-LEHIGH INTERMEDIATE UNIT
2370 Main Street
Schnecksville, PA 18078
September, 1978

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

EC 121334

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# APPLICATION FORMS

The following basic objectives are common to filling out most forms:

101. Recognizes words necessary for completing forms, such as name, address, (tele)phone number, social security number, etc.

102. Prints/writes legibly in appropriate spaces

103. Carries identification and personal data necessary for completion of forms

104. Recognizes various types of forms in order to select one applicable to situation (e.g. when there are several in a rack)

105. Maintains personal data files and records

Job Applications/Resumes

107. Lists school(s) attended, previous jobs held, names of people who are willing to provide references, as requested

108. Prepares resume to send to potential employers

Income Tax

111. Knows that money will be deducted from paycheck for taxes

112. Knows where to go for help in preparing forms (accountants, IRS office, etc)

113. Knows that a W-2 form will be given/mailed by employer, stating total earnings and money already paid as taxes

114. Saves W-2 for use in preparation of tax form

115. Knows there are federal, state, and possibly local tax forms that must be prepared and the deadlines for filing forms

116. Keeps stubs from paycheck

117. Signs prepared tax form and dates it

118. Knows that money will be refunded if too much was deducted or that s/he will have to pay more if too little deducted

119. Fills out appropriate withholding statement for employer's records

Credit, Credit Card and Loan Applications

122. Understands concept of credit

123. Knows how to apply for and use credit (i.e., credit cards may be used as cash; monthly bills must be paid)

124. Understands monthly installment plans and finance charges, concept of interest

125. Understands importance of good credit rating

126. Knows there are many sources of obtaining loans and that costs of loans will vary depending on source of loan

Credit/Loan Applications (cont)

127. Knows that credit and loans should be used for necessary items only

128. Knows meaning of terms like collateral, installments, interest, etc.

129. Is able to present information on job and earnings

130. Knows importance of keeping card(s) safe

131. Knows advantages/disadvantages of credit cards (can be used when unwise to carry cash; are a temptation to overspend)

Driver's Permit/License

134. Knows where and how to obtain permit

135. Knows there are differences between privileges/restrictions on driving with learner's permit and driver's license

136. Knows where to go for driver examination, eye exam, etc.

137. Knows where to obtain driver-training instruction

138. Possesses reading skills for driver's manual and road signs (See Appendix A for vocabulary)

139. Knows there is responsibility as well as privilege involved in operating vehicle

140. Knows it is possible to take test again if it is failed on first attempt

Mail Order

143. Finds prices in catalog

144. Locates catalog number, descriptions necessary for order form

145. Knows sizes, color preference, performance, etc., of items to be ordered

146. Knows payment options: COD, payment enclosed, billing at later date

147. Realizes that additional charges may be made for shipping, taxes, etc.

Social Security Benefits

150. Knows that money for this purpose is deducted from pay check

151. Knows about Supplemental Security Income (SSI) benefits, where to go to apply, where to obtain help and information (See Appendix for information)

152. Knows to sign check and bank it when received, or of option to have check sent directly to bank for deposit

153. Knows expected date of monthly payments and of possibility of changes in amount as circumstances change

154. Applies for Social Security card, where to apply, purpose of card

Welfare Benefits, Food Stamps

156. Knows where to obtain benefits and what benefits are available

157. Knows that food stamps can be used instead of cash

158. Knows what items may and may not be purchased with food stamps

159. Knows which stores accept food stamps and procedures required for their use

Requests for information

160. Keeps file of necessary agencies, their functions, phone numbers, addresses, people to contact

161. Writes letters/post cards asking for specific information (or knows someone who will write letter for him/her)

## BANKING

170. Identifies most common banking services by name and uses
   a. checking accounts
   b. savings
   c. loans
   d. credit cards
   e. security boxes
   f. certificates, bonds, etc.
   g. certified checks, postal money orders, travelers checks
   h. Christmas and vacation clubs
   i. ther special services

171. Recognizes different kinds of banks provide different kinds of services

172. Writes checks

173. Maintains records of entries and withdrawals (kept with check book)

174. Balances checking account; if necessary uses hand calculator

175. Completes deposit/withdrawal slips

176. Reconciles bank statements and knows how to obtain help with corrections/adjustments

177. Keeps canceled checks as receipts

178. Knows concept of interest
   a. received on money deposited in savings accounts
   b. paid on money borrowed

179. Compares benefits of various banking institutions
   a. interest rates
   b. services
   c. convenience of access
   d. helpfulness of personnel

180. Is aware that information about banking may be obtained through Pa. Bankers Assn, American Bankers Assn., or Federal Reserve Bank *

181. Is aware of penalties, finance charges and overuse of credit

182. Stops payment on checks when necessary

183. Reads bank statements and contracts

184. Is aware of requirement for minimum balance in checking account or additional service charge for writing checks

*Pa. Bankers Assn., 23 N. Front St., Box 152, Harrisburg, Pa. 17108
American Bankers Assn., 1120 Connecticut Ave., N W, Washington , D. C. 20036
Federal Reserve Bank, Philadelphia, Pa.

# BUYING

General Objectives:

190. Compares prices, quality, nutritional value, quantity, repayment schedules, before purchasing (patent medicine, furniture, food, etc)

191. Estimates amount of bill while shopping to be sure there is enough money for total

192. Checks register tapes and bills for accuracy

193. Is aware of sales taxes and how to compute

194. Counts change received after paying bill

195. Makes judgements about advertising propaganda and promotional materials

196. Uses classified and other sources of advertisement

197. Establishes priorities in buying food, shelter, clothing, etc.

198. Discriminates between luxury and need buying

199. Distinguishes values of new vs. used articles and use for which intended

200. Considers ecological implications of purchases

201. Makes judgement about when to sell articles

202. Understands terms of warranties/guarantees

203. Records serial number, model number, other information for identification

204. Marks valuable purchases with identification engraving tool provided by police in case of theft

205. Uses resources in selecting appliances, automobiles, etc. (e.g. Consumers Guides, Better Business Bureau, government publications, public service announcements, etc)

206. Knows where and when to obtain consumer protection information

207. Knows how credit cards/charge account systems operate

208. Compares credit vs. cash bu ying

209. Reads monthly bills and knows how and where to pay them

210. Knows that credit purchases/loans must be repaid

211. Resists high pressure salespersons and "come on" ads
   a. TV commercials
   b. door-to-door
   c. telephone solicitation
   d. mail solicitation
   e. job offers for magazine, gadget selling that have minimal reimbursement
   f. fly by night home repairs/renovations
   g. book and record clubs
   h. "con artists"

212. Is aware of advantages and disadvantages of lay-away plans

Supermarket skills

213. Reads newspaper/circular ads to determine best prices and which store has items for sale

214. Makes shopping list before going shopping and resists "impulse buying"

215. Cuts out coupons

216. Locates items in store

217. Selects required items from shelf, checking quantity, quality, and price

218. Compares prices, using comparative shopping figures usually given by market

219. Pushes cart and stands in line for checkout in manner which will not draw attention to him/herself

220. Places items on cashier's conveyor belt with prices up and with like items grouped together

Clothing skills (See also Application Forms: Mail Order 143-147)

224. Knows sizes of personal objects for self and family

225. Selects and wears appropriate clothing
   a. style, color, matching
   b. weather
   c. for the occasion

226. Measures for size and/or tries on clothing for fit

227. Reads labels for laundry care and content

228. Estimates amount of material for pattern

Restaurant skills

231. Orders take-out food over the counter

232. Orders food in sit-down restaurant

233. Aware of tipping procedures

234. Reads menu for variety and to keep within budget

Restaurant skills (cont)

235. Knows etiquette required/expected for dining out

236. Knows how to handle complaints about food

237. Estimates total bill before ordering

## BUDGETING

240. Knows that money is necessary for purchasing items

241. Knows that only net income is available for spending(i.e., that there are deductions from gross pay)

242. Uses at least one format for preparing realistic budget
   a. shelter
   b. utilities
   c. food
   d. taxes
   e. clothing
   f. insurance
   g. transportation and travel
   h. leisure time/recreation
   i. personal services
      (1) medical
      (2) legal
      (3) grooming
      (4) dental
      (5) other
   j. charitable/non-profit organizations
   k. savings and investments
   l. home furnishings and repairs
   m. other

243. Realizes that life styles vary with income
   a. decides what is essential for life and what is optional
   b. decides on priorities

244. Maintains financial records to
   a. account for money spent
   b. monitor ability to remain within one's budget

245. Makes adjustments as necessary
   a. changes in income
   b. changes in family needs/size
   c. emergency situations

246. Plans daily/weekly budget of time to include necessary and optional activities

## FOOD PREPARATION AND SERVING

250 . Washes hands before handling food

251. Prepares clean work surface before working with food

252. Pours liquids into various size containers

253. Puts bread, cake, cookies on plate

254. Opens packages, wrappers, jars, cans

255. Places sliced meat, cheese, tomatoes, etc. on plate

256. Cleans vegetables and fruits

257. Butters bread and makes sandwiches

258. Prepares mixed drinks, such as Kool-Aid, frozen orange juice, etc.

259. Obtains ice cubes and refills trays

260. Cuts and serves cake

261. Uses electrical appliances (toaster, dishwasher, blender, mixer, etc.,) safely and appropriately

262. Peels vegetables/fruits

263. Sets timer and checks clock for cooking

264. Turns on and off electric or gas range/oven and burners

265. Heats food from can as is, or by adding liquid

266. Makes uncooked desserts (Jello, puddings, etc)

267. Makes packaged mix cakes and cookies (dropped and those requiring rolling/cutting)

268. Cooks frozen vegetables and other range-top foods

269. Heats frozen food in oven (TV dinners, rolls )

270. Prepares hot drinks (tea, coffee, hot chocolate)

271. Puts cooking utensils away, after being cleaned)

272. Cleans up utensils and range/oven

273. Cleans refrigerator

274. Sets and clears table

275. Carries food to table

276. Passes food to others

277. Wipes crumbs, etc., from table with damp cloth

278. Washes dishes, after rinsing and stacking them

279. Dries and puts away dishes, silverware, etc. / unloads dishwasher

280. Stores food appropriately
   a. use of refrigeration and freezing
   b. air tight containers for crispness
   c. covers to retain moisture
   d. puts similar articles together for economy of storage and convenience

281. Decides what can be saved/re-used and what to discard as garbage

282. Disposes of cans, bottles, etc.

283. Prepares simple food/snacks for self and family/visitors
   a. breakfasts
   b. lunches
   c. dinners
   d. desserts

284. Assembles necessary ingredients/utensils before preparing food

285. Cleans counter, dishwashing areas

286. Cleans pans, pots, using scouring equipment if necessary

287. Uses appropriate amount of detergent/soap

288. Compares value of convenience vs. home-prepared foods, frozen vs. fresh/canned

289. Compares nutritional/caloric values for well-balanced diet

290. Plans menus using understanding of nutritional meal

291. Plans menu using weekly ads, coupons, in season food, dietary needs of family members

292. Chooses foods which s/he can prepare independently

293. Plans time for shopping/preparation of food

294. Measures accurately for cooking

295. Estimates quantity for preparation and serving

296. Reads and prepares simple recipes

297. Makes adjustments in recipes as required

298. Works safely in kitchen and other areas of home

## SHELTER

301. Decides when/what/where/size/cost of renting vs. buying

302. Is aware of services included in rent

303. Reads/understands leases and contracts

304. Is aware of security deposits and possible loss for violations

305. Compares quality of construction of homes and furnishings

305. Knows where to obtain mortgage, types of mortgage

306. Understands responsibility of having mortgage

307. Knows where to obtain information about quality and availability of maintenance and other services

308. Makes minor household repairs
   a. replacing light bulbs
   b. repairing electrical cord sockets
   c. putting up shelf
   d. replacing faucet washer
   e. replacing light switch
   f. patching plaster
   g. cleaning rain gutters
   h. nailing on broken molding or other wood trim
   i. changing storm windows and screens
   j. oiling appliances
   k. glueing broken chair rungs and other furniture
   l. replacing broken hooks and handles
   m. changing belt on vacuum cleaner
   n. fixing broken toys

309. Identifies/names/uses/takes care of basic tools

310. Manipulates switches, locks, knobs, levers, handles, etc. commonly found in homes/neighborhood environment

312. Maintains grounds around home
   a. mows lawn
   b. trims shubbery
   c. takes care of vegetables/flower garden
   d. rakes leaves
   e. paints

313. Estimates amount/cost of floor covering, wiring, piping, cement, paint, etc., needed for projects

314. Is aware of liability for safety of others: homeowners, tenants insurance

315. Purchases adequate insurance (homeowners, mortgage, tenants)

316. Cares for animals'and pets' needs

317. Knows importance of animals in environment

318. Shops for best buy (gets estimates) for home repair services

319. Is aware of local ordinances re: zoning, moving permits, and knows where to obtain up-to-date information

320. Uses proper security precautions

321. Is aware of laws regarding discrimination in housing

322. Uses services of local Board of Realtors to obtain information

323. Is aware of services rendered by realtors and uses these as required

## UTILITIES

327. Knows various types of utilities and of their services

328. Knows how to get in touch with utility companies

329. Reads bills and sport major inconsistencies

330. Conserves energy; uses more efficient types of energy and energy-saving devices

331. Uses telephone efficiently

332. Uses telephone directory for information: is aware of the many kinds of information it contains

333. Knows most economical times for telephone rates

334. Knows emergency procedures for gas leaks, power failures, water problems, etc.

335. Knows how utilities are "piped" to destination (e.g. electricity/telephones use wires; water/sewers use pipes, etc.)

336. Knows how to turn off utilities (e.g, removing fuse, using cut off switch at fuse box, turning off water at main valve, turning off gas as source, etc)

337. Knows how to survive without public utilities and alternative sources of supply

338. Compares prices/efficiency/availability of various home heating systems

339. Is aware of surcharges, fuel adjustments, etc., on bills

340. Knows when/how to order more fuel and preventative maintenance of equipment

## CLOTHING (See also Buying)

343. Sorts clothes by color and type for washing

344. Hangs laundry on line after being washed, or uses dryer

345. Removes clothing from dryer/line, sorting by ownership

346. Folds dry clothing and stores in drawers, or places on hanger in closet

347. Loads washer and adds detergent

348. Transfers loads to dryer from washer

349. Irons simple pieces of laundry

350. Hand washes sweaters, certain wools, as required

351. Operates coin laundry equipment

352. Recognizes which materials can be laundered and how to care for various fabrics

353. Sews/makes repairs to clothing , buttons, hems, small holes, broken seams
    a. by hand
    b. by machine

354. Lays out pattern, pins, and cuts material with pattern (estimates amount of material needed)

355. Shops for own clothing

356. Recognizes durable clothing at appropriate prices

357. Selects and wears appropriate jewelry and cosmetics

358. Blends colors to get good "match"

359. Knows sizes of own clothing and shoes/ and those of family

360. Shines shoes when needed

361. Changes clothing for cleanliness, change of activities, etc.

362. Attempts to maintain clean, neat appearance

363. Dresses in way so as not to call undue attention to self

364. Knows appropriate clothing for the occasion / for the weather

365. Manipulates umbrella in useful and safe way (for self and others)

366. Knows how and when to get clothing cleaned/repaired

367. Opens small clips on jewelry, safety pins, etc.

368. Selects own clothing

368. Identifies own clothing whenever s/he sees it, in variety of situations

369. Remembers to carry handkerchief or tissues, wallet, keys, etc.

370. Checks to be sure clothing is "put together" properly (all buttoned, zipped, tucked in, covered)

371. Closes doors, drawers, etc., when finished

372. Puts away clothing when finished with them

373. Measures for size
   a. has concept of big, little, fit
   b. uses ruler, yardstick, tape measure
   c. matches end to edge, reads numerals
   d. knows point of body to be measured: bust/chest, waist, hip, inseam

374. Reads labels for laundry care and content

## OTHER HOUSEHOLD CHORES
(See also Food Preparation, Shelter, Clothing)

377. Makes own bed

378. Changes own bed prior to laundry

379. Folds blankets

380. "Straightens up" room(s)

381. Uses cleaning agents
- a. mop
- b. duster
- c. broom
- d. vacuum cleaner
- e. dust pan and brush
- f. sponges
- g. wet mop
- h. furniture polish/floor wax
- i. tile cleaner
- j. window/glass cleaner
- k. other

382. Washes automobile

## LEISURE TIME/RECREATION

386. Budgets and uses time for personally satisfying activities

387. Uses leisure time wisely
   a. alone
   b. watching others
   c. participating with others

388. Knows how to avoid boredom: knows a variety of leisure time activities

389. Enjoys skating, hiking, swimming, and other sports/physical activities

390. Knows options, rules, and sources for activities, games, hobbies
   a. obeys rules
   b. takes turns/shares

391. Finds ways to create own diversion: can make own games, etc.

392. Takes initiative in planning activities

393. Assumes roles of leadership/follower/functioning as team member, depending on circimstances

394. Is aware of and uses resources, such as state parks, libraries, municipal pools, concerts, etc.

395. Uses equipment responsibly

396. Accepts defeat and vistory graciously

397. Is willing to accept consequences of actions

398. Selects appropriate activities and companions

399. Estimates cost of activities

400. Dresses appropriately for leisure time activities

401. Behaves appropriately in variety of leisure time situations

402. Has realistic view of own abilities: when to compete and when to just watch

403. Asks for help in becoming more preficient in activities

404. Shows interest in developing hobbies

405. Discovers/uses natural environment carefully
   a. animal lore, trees, reptiles, insects, rocks
   b. cookouts/picnics
   c. gardening/flower arranging

406. Knows national heros, including movie stars, pop singers, sports personalities, etc.

407. Feels free to be an individual within limits set by society

408. Copes with reaction of society to one's own life style

409. Makes judgments about when to conform and when to maintain one's individual characteristics

410. Has ability to compromise when practical

411. Knows when to stop activity or behavior

## TRANSPORTATION (Public/Private)

415. Rides bicycle and other self-propelled vehicles safely and in appropriate places

416. Takes driver education program if available/is eligible

417. Knows how to evaluate used car

418. Drives responsibly when driving

419. Understands regulations of motor vehicle code

420. Knows legal implications of driving, including where to obtain bail bond

421. Knows procedures in case of accident

422. Locates street addresses, knowing city grid numbering system, maps, etc.

423. Plans for time/cost/alternative routes to arrive at destination

424. Plans for hotel/motel/camping, etc., facilities as required while traveling

425. Has at least minimum knowledge of mechanics of vehicles

426. Is aware of potentially dangerous hazards (hopping trains, hitch hiking, etc.)

427. Maintains car, shops for reliable repairman, makes minor repairs (changing tire, etc)

428. Has knowledge of preventative maintenance for vehicles (maintenance schedules, reading gas guage, keeping spare inflated, water level in battery, oil checks, etc.)

429. Uses public transportation, if available

430. Knows of services for travelers (auto clubs, travel agencies, travelers aide)

431. Reads timetables, schedules, road maps, rate schedules

## FAMILY RELATIONSHIPS

435. Recognizes family and neighborhood members' roles
   a. family and family members
   b. neighbors and neighborhood
   c. friends
   d. interrelationships between the above
   e. interdependency of the above

436. Relates appropriately to family, neighbors, peers
   a. conventional manners
   b. acceptable language

437. Participates in activities of family, neighborhood, with peers

438. Adjusts to changes in relationships, space, etc.

439. Is aware of alternative life styles

440. Knows where to seek help for family problems (family services/counseling)

441. Is aware of responsibility for care and support of children

442. Has working knowledge of family planning and sex education and knows where help may be obtained

443. Practices personal hygiene (See physical/mental health strands in Level III, also Self-Help skills in Level I)

444. Understands/accepts sexual impulses and body feelings

445. Knows functions of parts of bodies, including differences in male/female functions

## INSURANCE

446. Is aware of needs for diversity of types of insurance
   a. automobile: collision, liability, "no fault" concept
   b. homeowners
   c. life
   d. medical, dental
   e. mortgage and other credit
   f. title insurance

447. Knows how to select insurance agent; comparative shopping, efficiency in reporting/processing claims

448. Is aware that information about insurance may be obtained from National Association of Insurance Agents, State Insurance Commissioner, etc.

449. Reads insurance policies or asks for simplification of language

## TAXES (See also Applications: Income Tax)

452. Reads tax bills

453. Has knowledge of how/where to pay (discounts)

454. Is aware of tax terms (mills, assessment, liens)

455. Has knowledge of possible penalties for non-payment

456. Makes arrangements for filling in and filing tax forms

457. Plans for payment of taxes (see budgeting)

458. Understands there are different types of taxes
   a. Federal/city/county/township
   b. school
   c. personal property
   d. income
   e. sales, gasoline, luxury, excise
   f. transfer
   g. social security
   h. per capita
   i. occupational privilege
   j. inheritance
   k. other

459. Is aware that tax laws and requirements are constantly changing; therefore of the need to know where to get information that is current

## USE OF TOOLS

462. Recognizes name and use of common household tools

463. Uses tools carefully and safely
   a. hammer, nails
   b. screw driver, screws
   c. wrench, pliers
   d. stapler
   e. oil can
   f. shovel
   g. rake
   h. lawn mower
   i. hoe
   j. hedge/grass clippers, edger, pruning equipment
   k. wheel barrow
   l. putty knife, scraper
   m. paint brush
   n. ruler and other measuring devices
   o. saw (hand and power)
   p. drill
   q. wire cutter and other metal cutting devices
   r. other

464. Maintains tools in good condition
   a. having them sharpened as required
   b. care of electrical connections
   c. routine cleaning, oiling

## CAREERS

467. Knows name and function of roles performed in community (community helpers)

468. Knows location and function of major community industries, business locations

469. Identifies skills required for variety of careers

470. Assesses own strengths/weaknesses to determine which jobs s/he might realistically be able to learn to perform

471. Seeks information about careers in which s/he is interested
   a. people already occupied in that career or related occupations
   b. library / school resources

472. Knows where training in occupations may be obtained

473. Knows where job counseling may be obtained

474. Begins preparation for employment by developing skills in muscular coordination
   a. folding
   b. sorting
   c. matching
   d. stuffing
   e. sanding
   f. painting
   g. molding
   h. collating
   i. stapling
   j. packaging
   k. stacking
   l. assembling
   m. cutting
   n. homemaking chores
   o. home repairs
   p. lawn/garden maintenance
   q. crafts/hobbies
   r. other

475. Discusses consequences of choosing job wisely

## GETTING A JOB (See also applications: job)

477. Knows vital statistics, relevant dates , of own history, family , relatives, schooling, job experience, personal references, social security number, birthplace, height, weight, etc.

478. Fills in required applications/forms

479. Makes good "first-impression"
   a. hair clean, neatly combed
   b. breath and teeth: clean and fresh
   c. make up appropriately applied and appropriate for occasion
   d. absence of gum chewing, cigarette smoking and other behaviors which might be considered negatively by prospective employer
   e. clothing, neat, clean, appropriate, all together (buttons on, no holes, everything zipped, buttoned, sewn)
   f. body cleanliness

480. Able to engage in social conversation
   a. maintains eye contact
   b. has good posture
   c. avoidance of inappropriate responses (giggling, loud laughter, etc.)
   d. has social graces ("How are you?", "It was nice to have met you," hand shaking, etc.)

481. Answers questions by interviewer ("what have you studied at school to prepare you for this job," etc.)

482. Asks questions of interviewer
   a. what is the pay?
   b. what are the hours?
   c. who would be my boss
   d. days off, benefits, scheduling, etc. (see also 492)

483. Exhibits self-confidence

484. Listens carefully

485. Understands selection procedure: difference between initial interview and placement interview

486. Able to handle telephone response if employeer/interviewer calls for additional information and/or offer of employment or rejection

487. Has mobility to get to and from prospective place of employment

488. Knows where and how to look for work (employment bureaus, newspaper ads, State Employment Service, etc.)

489. Is aware of how to obtain additional training (BVR, Manpower, etc.)

490. Is aware of need for letters of reference and documentation for personal data

491. Knows how to apply for unemployment and workmen's compensation benefits

492. Is aware of benefits that are part of job opportunity comparisons:
   a. vacations
   b. medical, life, disability, dental insurance
   c. bonuses
   d. availability of overtime
   e. sick leave
   f. apprentice training
   g. union membership
   h. job security, seniority

493. Knows about fair employment practices legislation (antidiscrimination)

## KEEPING A JOB

500. Keeps record of time worked as required by employer

501. Is aware of Labor Department regulations regarding number of hours worked, overtime, rest periods

502. Asks about rates of pay, job classification, raises, etc.

503. Is aware of hazards/safety at work
   a. estimates weight of object before lifting
   b. uses safety equipment
   c. has knowledge of toxic substances, how to handle them, and anticote for them

504. Takes advantage of training for advancement and change of jobs

505. Is able to get along with employers, foremen, fellow employees

506. Follows directions, takes criticism/orders without offense

507. Uses appropriate mathematics/measurement skills on the job

508. Uses appropriate language arts skills on the job

509. Understands deductions from pay check and checks amount

510. Keeps employment records for future use

511. Knows how to report violations of human rights/employment discrimination regulations

512. Is aware of what constitutes grounds for dismissal

513. Reads work schedules and directives

514. Expresses self so that others can understand questions or requests for assistance

515. Conducts self in sociable manner
   a. pleasant interchange of greetings
   b. no extremes of shyness nor agressiveness
   c. has acceptable eating/personal cleanliness habits

516. Works to degree of independence required of job

517. Ability to work cooperatively with others; or in close coordination with other jobs

518. Maintains consistent rate of speed/performs at acceptable pace required by job

519. Is reliable in attendance

520. Reports to work punctually

521. Is able to perform more than one activity at the near same time

522. Has awareness of time/ability to perform activities within a schedule

523. Is able to perform within well-defined tolerance of accuracy

524. Has dexterity required for job

525. Makes decisions/choices related to work function within reasonable time

526. Remembers locations, procedures, special nomenclature of the job

527. Has tolerance for repetitiveness/monotony of activity

528. Has physical stamina/strength appropriate for job

529. Performs continuously as required by job, working when there is work to be done, resting after normal periods of activity

530. Takes initiative in keeping busy (doesn't wait to be told to do the obvious)

531. Accepts responsibility for own work

532. Volunteers for tasks; accepts responsibility when appropriate

533. Has attention span appropriate for task
    a. alone
    b. in small group
    c. with supervision
    d. without supervision

534. Completes tasks

535. Reviews/checks own work before handing it in

536. Makes corrections as required

537. Evaluates quality of own work

538. Gets out of way of people carrying things, working, etc.

539. Discusses possible new activities/tasks

540. Relates previously mastered activities/tasks to new ones

541. Willing to try new activities/tasks

542. Changes routine when alternatives presented/reasons given

543. Independently tries to put new ideas/things into different combinations

544. Uses objects in innovative ways

545. Plans action before carrying it out

546. Has ability to overcome minor discomforts to be at work

547. Has ability to discern when to stay at home from work

548. Gets up/goes to work without reminder

549. Stays in assigned area as required

550. Leaves work/social situations at appropriate time

551. Adjusts behavior to working situations

552. Returns objects/materials to assigned place

553. Treats property of others as s/he would her/his own

554. Asks for advice after identifying mistake

555. Maintains tools in proper condition

556. Uses approximate amount of material required for project

557. Is able to handle self in emergency without panic (knows where to get help)

558. Understands employer-employee relationship

559. Understands role of union in working situation

560. Adjusts behavior to fit rules in given situation; follows daily schedule

561. Identifies, names, uses tools/equipment found in vocational setting

562. Responds in positive verbal manner toward working and job situations

565. Uses telephone as tool of communication

566. Uses telephone or other services in emergencies

567. Has knowledge of postal services/rates
   a. letters, post cards
   b. parcel post
   c. bulk mailing

568. Knows how to send telegram

569. Reads TV, radio schedules

570. Knows of possible misuse of TV, radio, CB radio, etc.

571. Uses TV, radio, CB's for communication, information, enjoyment

572. Knows of laws for use of CB's, telephones, cable TV, etc.

573. Reads newspapers, magazines, billboard advertisements

574. Uses telephone directory

575. Is aware of Civilian Defense and other government agencies and their emergency functions

576. Takes part in public meetings and group discussions appropriately

577. Reads charts and graphs

578. Tries to keep current on important new developments at work, in the community, in the world

## ENRICHMENT; LITERARY/FINE ARTS
(See also Leisure Time/Recreation)

582. Expresses thoughts on paper (poems, ideas) for own enjoyment

583. Reads for information and enjoyment, if such skills have been developing at earlier levels of curriculum

584. Enjoys literature, plays, the dance, etc., at own level of development
   a. watching
   b. listening to
   c. participating in

585. Explores creative vields (music, art, dance, drama, etc.)

586. Performs for others as ability allows

587. Makes posters, paints, carves, etc.

588. Takes photographs and has them developed

589. Responds to rhythm and changes in tempo

590. Does fold dances and current dance steps

591. Chooses appropriate TV shows, movies, etc.

592. Improves skills in art, music, the arts
   a. listening
   b. looking
   c. performing

593. Participates in community-sponsored activities

594. Knows how to keep self informed of opportunities for enrichment in the community

595. Takes initiative in asking others to accompany him/her to enriching activities

## CONSUMER PROTECTION

598. Guards against false/misleading propaganda/advertising

599. Knows rights, agencies, such as legal aid, etc.

600. Is aware of guarantees, warranties and how to get help if companies default

601. Is aware of environmental/food/drug/additive hazards
   a. alcohol
   b. smoking
   c. drugs (prescriptive and over-the-counter)
   d. lead paint and other toxic substances
   e. aerosal cans
   f. foods
   g. cosmetics

602. Makes own decisions regarding use of above after weighing evidence given by authorities

603. Knows how to be involved in changing of laws/regulations

## INDEPENDENCE AND MOBILITY

606. Travels around neighborhood without supervision
   a. familiar places
   b. unfamiliar places

607. Locates north, south, east, west, using environmental clues

608. Locates building in city/town using numbering of blocks and even-odd sequencing of buildings

609. Locates specific room in public building

610. Follows directions given for locating unfamiliar addresses

611. Gives directions to others for locating places in neighborhood

612. Orients self while traveling by position of sun, shade, other environmental clues

613. Understands meaning of directional signs, warning signs, etc.

614. Locates commonly used buildings/services and remembers how to get there
   a. post office , police, fire departments
   b. bank , doctor and dentist
   c. church , Social Security and public assistance offices
   d. school , hospital, employment agencies
   e. theater
   f. recreation centers
   g. library, museum
   h. place of employment
   i. other

615. Estimates units of measurement accurately while traveling

616. Estimates time/rate/accurately while traveling

617. Uses wind, odors, noises, other environmental clues fororientation

618. Determines whether sound is moving or stationary, approaching or moving away

619. Makes plans for vacations, out-of-town trips with family, etc.
   a. with help (from family/friends)
   b. without help, or gets help from travel services

620. Reads maps, guides

621. Reads as sight vocabulary community and vocational signs and directions (e.g. street names, bus stop signs, names of stores, elevator directory, shelf designations, etc)

622. Knows how to obtain help and information (See Appendix )

623. Travels safely and effectively
   a. public/private transportation
   b. inclement weather
   c. in congested pedestrian traffic
   d. in own neighborhood
   e. in larger city
   f. in rural areas

624. Uses community resources effectively
   a. communicates concerns to officials
   b. mail service
   c. telephone service : public phones, as well as own telephone
   d. laundromats
   e. emergency services
   f. Legal Aid society
   g. other

## PRESERVING THE ENVIRONMENT

627. Knows of need to conserve natural resources /energy

628. Knows ways of conserving natural resources/energy (e.g. recycling, fuel conservation, etc)

629. Protects wildlife

630. Knows of effects of pollution on health

## LAW AND ORDER (See Consumer Protection)

635. Understands contracts, wills, leases, guarantees/warranties, etc.

636. Knows of rights and responsibilities as citizen (e.g. civil , constitutional rights)

637. Knows of functioning of police and court systems

638. Applies for permits for driving car, moving, adding to property, etc.

639. Obeys local ordinances and laws

640. Understands concepts of laws and need of legal authority

641. Has respect for
   a. property
   b. rights of others
   c. authority figures

642. Can explain personal legal rights

643. Knows how and when to seek legal aid

646. Understands voting procedures

647. Votes in elections, after getting basic knowledge of issues and how candidates view them

648. Understands functioning of local government

649. Understands functions and checks/balances of sections of national government
   a. legislature
   b. executive
   c. judicial

650. Understands functions of state government

651. Meets tax obligations

652. Knows it is possible to influence governmental decisions: making one's views known to elected officials and bureaucracy

## MENTAL HEALTH

653. Separates from those on whom s/he has been dependent (e.g. parents, peers, etc) in appropriate places, yet knows of need for supervision/help in other situations

654. Assumes responsibility for adult/family/employee life

655. Organizes daily activities

656. Assesses own strengths and weaknesses/successes and failures

657. Determines own values/beliefs

658. Works on improving own weaknesses

659. Makes own decisions with minimal adult supervision

660. Offers constructive criticism of others, if appropriate

661. Expresses opinions when asked

662. Accepts legitimate blame voluntarily

663. Understands that one's personality affects others

664. Quiets down after active periods

665. Stays calm after disappointment/change

666. Allows disturbances to be settled and remain settled (without constantly rehashing them)

667. Adjusts behavior to fit rules/routines/roles of variety of situations and changes in routine

668. Avoids self-destructive behavior

669. Makes choices after thinking them through (less impulsively); weighs consequences

670. Is aware of feelings of self and others, such as anger, love, sadness, humor, moods

671. Tries again after disappointment

672. Reveals only enough of inner self to be appropriate for various situations; confides in appropriate people

673. Accepts direction/criticism as being helpful

674. Leaves provoking situation if loss of control seems possible

675. Verbalizes feelings/controls temper

676. Conforms to group decisions despite personal disappointment/disagreement

677. Copes with changing family, social, employment situations and adapts to change

678. Copes with stress/strain involved in various stages of life

679. Assumes responsibility for actions

680. Knows function of and uses mental health services as necessary

681. Accepts one's self

## PHYSICAL HEALTH

685. Seeks out appropriate objects/actions related to bodily needs (cooler place when too warm; towel to dry hands, etc._

686. Seeks help for pain or suspected illness

687. Identifies proper lavatory facilities at home and in public places

688. Uses lavatory facilities when needed (toileting, hand washing, hair combing, bathing, washing of hair, etc)

689. Rolls up sleeves to avoid wetting clothes

690. Is careful about not splashing area and others

691. Uses deodorant as needed

692. Cares for own shaving needs, electric razor, etc.

693. Cares for self during menstral cycle

694. Brushes teeth and gums thoroughly

695. Uses mouthwash and other mouth/lip care products

696. Covers mouth when sneezing/coughing

697. Reports for periodic dental check-ups

698. Arranges for periodic medical check-ups

699. Keeps nails clean and filed to appropriate length

700. Washes hair

701. Gets hair cut when needed, getting styling as becoming to self

702. Cleans comb and brush

703. Blows dry and/or "sets" hair if needed

704. Recognizes and/or reports symptoms of disease/illness

705. Practices good health habits to prevent illness

706. Eats a balanced diet

707. Is responsible for taking medication on schedule

708. Plans schedule to ensure adequate sleep/recreation/work

709. Controls external manifestations of feelings, such as grimaces, ticks, nail biting, fidgeting, etc.

710. Remembers to wear glasses or other prosthesis

711. Engages in sports appropriate to physical abilities (volleyball, jogging, swimming, softgall, football, basketball, bicycling, etc.)

712. Has correct posture when sitting/walking

713. Cares for eye glasses

714. Is aware of fatigue as sign for discontinuing activity

715. Keeps surroundings neat and clean

716. Is aware of need for proper amounts of sleep and that they will vary with people

717. Is aware of need for physical exercise

718. Combs hair, applies cosmetics , etc., in appropriate places

719. Has basic knowledge of dangers of drugs, smoking, alcohol, etc.

720. Is aware that above habits may be hard to break; that personal reactions to drugs, etc., will vary: some become addicted

721. Cares for self during minor illnesses

722. Recognizes symptoms which call for extra visits to professional people (e.g. to follow up when treatment given isn't "working")

723. Uses telephone for obtaining professional help

724. Knows how to prevent colds and other illnesses and the spreading of them

725. Is aware of changes puberty brings in physical, mental,emotional growth

726. Is able to live with these changes in self and in others

727. Selects portions of foods according to appetite, number to be served, nutritional value, time of day, etc.

728. Is willing to try new foods

729. Is able to wait for regular meal time to eat

730. Selects foods from each of "Basic Four" food groups

731. Is aware of danger of being overweight

732. Has knowledge of simple first aid

733. Changes underclothing, socks, etc., regularly

734. Wears clothing appropriate for changes in weather

735. Wears clothing of appropriate sixe (not too binding)

736. Is aware of problems of V.D., possible use of contraception/family planning and places/clinics where help may be obtained

737. Has knowledge of functioning/purpose of various body parts

738. Accepts differences in rates of individual growth and development (e.g. change of male voice, appearance of body hair, obvious external changes in male/female bodies)

## SAFETY

742. Carries breakable objects

743. Describes meaning of various road signs

744. Recognizes people who can help in emergencies

745. Uses sound of traffic/machinery for safety cues

746. Crosses streets/congested areas safely: watches traffic signals and driver signs

747. Is aware of Civilian Defense and other government agencies and their emergency functions

748. Knows simple first-aid techniques

749. Uses elevators, escalators, revolving doors, automobile doors safely

750. Takes note of emergency exits, restrooms, drinking fountains in public places

751. Avoids hazards
   a. sharp corners
   b. open stairs
   c. broken glass
   d. hot stoves
   e. poisons/chemicals
   f. electric hazards
   g. drugs when not authorized by responsible person
   h. sharp instruments
   i. hot water
   j. sources of contamination

752. Investigates meaningful sounds/odors to determine significance(food burning, etc)

753. Is cautious with strangers and strange animals

754. Uses seat belts in car; remains seated in bus

755. Uses caution on wet floors, ice, waxed floors

756. Behaves appropriately during fire and other drills

757. Uses telephone for emergencies

758. Uses tools and appliances safely

759. Uses precaution in occupational work (e.g. safety glasses, helmets, etc.)

760. Prevents fires, takes precautions with flammable liquids

761. Knows how to smother flames in kitchen or other places

762. Uses proper security precautions in home and out in public

763. Knows emergency procedures for gas leaks, power failures, water problems, etc.

## SOCIAL INTERACTION (See Appendix )

767. Is aware of the relationships between the individual and society

768. Is aware that individual freedom/privileges also bring responsibilities and controls for the public good

769. Is aware of the individual's influence on the environment/institutions

770. Is able to work for delayed reward

771. Monitors own speech for effect on others; self-corrects own behavior

772. Waits to be recognized/waits turn to speak, without interrupting others

773. Makes appropriate conversation; not too much chatter

774. Modulates voice when speaking with others

775. Accepts working/playing situations as good sport

776. Avoids disruptive actions in public (slamming doors, running down aisles)

777. Performs unpleasant tasks as necessary (i.e., cleaning up a mess)

778. Has consistent metho of problem solving:
   a. identifies problem/issue
   b. gathers and sorts information related to problem
   c. interprets that information
   d. develops alternative solutions
   e. defines course of action
   f. evaluates results of actions

779. Sets realistic goals
   a. lists all things that work against possibility
   b. lists all things that could help reach goal
   c. set deadlines for self
   d. revise goals as necessary

780. Responds to body language and other non-verbal cues

781. Expresses self through body language and non-verbal cues

782. Alters behavior according to peer group norms

783. Plays and works without interfering with others

784. Offers to help others

785. Apologizes without being reminded

786. Extends courtesy to others (offers seat, opens doors, etc.)

787. Uses actions of others as social cues

788. Respects authority figures in school, family, neighborhood, community

789. Knows and addresses family friends and neighbors by name

790. Completes assigned tasks

791. Makes introductions of parents, peers

792. Uses acceptable language

793. Answers telephone/doorbell appropriately, taking messages as required

794. Maintains appropriate social distance when speaking with another

795. Does not become too dependent on others (not a leech when befriended)

796. Uses correct titles when addressing people

797. Speaks clearly without mumbling

798. Pauses to allow others to speak

799. Models speech/tone after others in group

800. Makes self understandable to people of various classes/situations

801. Acts appropriately with member of opposite sex in various situations

802. Practices conventions of acceptable social behaviors; avoids inappropriate behaviors

803. Shows respect for employers and fellow employees

804. Touches others in suitable manner for different situations

805. Gives appropriate gifts or sends cards for birthdays and other holidays

806. Interacts with others on family/school field trips (spectator sports, theater, restaurants, shopping, dancing, at church, etc.)

807. Considers others' needs as being important

808. Adapts to difference in behaviors required at home, at school, at work, in formal vs. informal groups

809. Accepts/refuses invitations graciously

810. Accurately recounts occurences

811. Accepts cultural and other differences in people, food, dress, language, etc.

812. Acts as leader at appropriate times

813. Appreciates and respects family values

814. Gives to, as well as receives from, a friendship

815. Recognizes difference between a friend and an acquaintance

816. Selects the main ideas from conversation and responds to topic of conversation

817. Initiates appropriate social conversation

818. Responds to social conversation

819. Uses posture appropriate for speaker-listener relationships (e.g. stands, sits when appropriate)

820. Follows new leader as appropriate

821. Protects other children, friends, animals

822. Ignores/discourages offensive behavior of others

823. Keeps lists of frequently used addresses/telephone numbers

824. Extends right hand in proper location for shaking hands with another

825. Serves self in cafeteria

826. Becomes aware of differences in food preferences among various cultures and attempts those that are of interest

827. Selects foods which are easy for student to handle in public

828. Selects appropriate utensil for each eating/drinking task

829. Eats in manner which will not draw attention to self

830. Orders from menu in restaurant

831. Waits until designated time to leave table

832. If smoking, doesnot offend non-smokers

833. Reads and obeys notices/signs in public

## PRIMARY TMR CONCEPTS ABOUT SEX
(Notes from T.H.O.R. Workshop, Spring, 1977)

1. Life comes from life (dogs have puppies)

2. All babies come from mothers (union of male-female)

3. All animals produce babies of the same kind

4. Boys and girls are physically different

5. Everyone needs feeling of belonging

6. Respect for bodies; there is nothing shameful about any part

7. Boys grow up to be men; girls to be women

8. Everyone has right to privacy and needs it

9. There is nothing wrong in having sexual feelings

10. All people are different in some way; also similar

11. All girls CAN be mothers, but don't HAVE to be (same with fathers)
    (note: One should only make babies when one can take care of them)

12. Don't touch another person you don't know; nor should people touch you.
    There is a right to refuse to be touched (even by someone you know)

## INTERMEDIATE CONCEPTS

1. Sexual organs and their function

2. Process of reproduction/pregnancy

3. Physical/emotional changes in puberty:
    a. menstruation
    b. nocternal emissions

4. Proper health care in situations of #3 above

5. Sex is part of your total personality

6. Beginning of social responsibilities, values, various moral standards

7. Role playing: ideal/realistic relationsh ips between family members, dating

8. Role identification: clothing, responsibility, feelings

9. Masturbation (it is harmless and in some cases beneficial)

## SECONDARY CONCEPTS

1. Marriage:
   a. the couple involved
   b. parents involved
   c. possibility of children
   d. the community they live in

2. Alternatives to marriage

3. Sex is a personal thing

A. Human Services

1. Police Station

101. Can locate police station in own community

102. Can recognize police station in other communities

103. Can identify situations that call for seeking help at a police station

2. Fire Station

104. Can locate fire station in own community

105. Can recognize fire station in other communities

106. Can identify situations that call for seeking help at a fire station

3. Hospital

107. Can locate hospital in own community

108. Can locate emergency room entrance

109. Can identify situations that call for seeking help at a hospital

4. Employment Agencies

110. Is aware of employment agencies/ services, how to obtain additional training (BVR, Manpower, etc.)

111. Knows how to apply for unemployment and workmen's compensation benefits

112. Can identify situations that call for seeking help at employment agencies

5. Public Assistance

113. Can locate Social Security Office in own community

114. Knows how to apply for welfare, food stamps, special services, etc.

115. Can identify situations that call for seeking help from Public Assistance programs

6. Counseling

116. Knows where to seek help for personal and family problems (family services/counseling/etc.)

117. Can identify situations that call for seeking help of counseling services

7. Public Places

118. Can seek help from:

(a) Information Desks
(b) Posted Directions
(c) Policemen
(d) Bell Boys
(e) Door Man

119. Can identify situations that call for seeking help when in public places

8. Recreation

120. Knows sources for activities, games, hobbies

121. Makes self aware of schedules for recreation activities (public swim times at YMCA, dates of entertain and sporting events, etc.)

B. Telephone Book

122. Can dial Emergency Numbers appropriate to situations

123. Can dial for Directory Assistance and provide needed information

124. Can dial for Operator and provide needed information

125. Can find phone numbers in telephone directory

126. Can dial numbers for home repair services in appropriate situations

127. Knows who to contact for utility problems and emergencies

D. Post Office

128. Can buy stamps

129. Can obtain needed information about addresses and zip codes

130. Can obtain needed information for mailing picking up packages and letters

D. Bank

131. Can appropriately seek information from tellers

132. Can appropriately seek information from managers

133. Can identify other locations for cashing checks (stores, offices)

C. Stores

134. Can appropriately seek information from sales clerks

135. Can appropriately seek information from store manager

136. Knows where and how to obtain consumer protection information

D. Automoblie

137. Can locate service station

Seeking Help and Information (con't)

138. Can appropriately seek assistance from service station

139. Can appropriately contact AAA or other road service agencies

## SOCIAL INTERACTION SKILLS

Goal: To improve social interaction skills

Relating to self

Exhibits improved self concept through self awareness
a. worth
b. of actions
c. sex role
d. self image

Demonstrates improved self concept through self sufficiency
a. increasing responsibility for own actions
b. use of leisure time
c. trust in self-others
d. honesty

Exhibits improved self concept through self control
a. reduces frequency of impulsive behavior (i.e., stays in seat, raises hand before calling out, etc.)
b. motivates self in academic environment
c. completes tasks (i.e., attention span, attending behaviors, attendance, following directions, etc.)

Relating to others

Diminishes aggressive behavior
a. physical (e.g., fighting, kicking, etc)
b. verbal (e.g., profanity, name calling, etc)
c. other (e.g., silent provocation, inappropriate loudness, etc.)

Increases cooperative behavior
a. with teachers
b. with peers
c. with others (e.g., child care workers, itinerent specialists, etc.)

Develops increased awareness of others
a. presence (physical)
b. feeling (emotional)
c. expressing empathy (physical, verbal, etc.)
d. rights (tolerance, compliance, etc.)
e. interdependence (as receiver/giver)

Relates positively to authority figure
a. accepts role
b. acknowledges the right to authority
c. obeys

Develops adequate social role to function in everyday situations
a. as a leader/follower
b. in the family
c. sexuality (i.e., alternative lifestyles)

Relating to environment
Exhibits age-appropriate behavior

Demonstrates awareness of own effect on environment and dependence on it

Adapts to environmental surrounds and to change in them

Exhibits socially appropriate behavior, and functions adequately in social role
a. in classroom
b. in community
c. on the job

# SSI

## Supplemental Security Income

# CAN PROVIDE MONEY FOR BETTER CARE AND TREATMENT FOR DISABLED CHILDREN

**If your child has a handicap which prevents him or her from doing things like other children, inquire about SSI. SSI can mean money for a child's care and State payment of the child's medical expenses.**

### HAT IS SSI?

Supplemental Security Income (SSI) a Federal-State program that provides nancial assistance for the aged and for e blind and disabled of any age who do ot have sufficient income or resources their own.

The program is administered by the cial Security Administration through the cial Security District Offices.

### SI HELPS BLIND AND DISABLED HILDREN

This leaflet is about SSI for children. ecause earlier aid programs for the blind d disabled were limited to persons age and over, many persons think SSI also limited to adults.

This is not correct. There are no e requirements for SSI. Persons of any e, even infants, who are blind or disabled ay receive SSI.

The care of blind and disabled children n be costly, forcing a family to deprive emselves of essentials for other family embers. SSI offers a way of reducing e burden -- a way of getting financial help.

### WHICH CHILDREN ARE ELIGIBLE FOR SSI?

There are two main requirements for entitlement to SSI:

First, the child must be either blind or disabled.

Second, the income and resources available to the child must be within certain limits.

More on these two points is given below.

### HOW IS BLINDNESS OR DISABILITY IN CHILDREN DETERMINED?

The determination of whether a child is blind or disabled is made from medical reports. Your child will need to be examined by a doctor, or perhaps several doctors. The Social Security Administration pays the doctor or doctors for their reports and any special examinations that may be required.

For SSI, blindness is defined as visual acuity of 20/200 or less, with best correcting lens, or a limitation in the field of vision to an angle that extends no more than 20 degrees.

Disability for SSI purposes means a medically determinable physical or mental impairment which has lasted or is expected to last for a period of 12 continuous months and is of such severity that it prevents the child from doing the things that children of his or her age normally do.

### HOW IS THE FINANCIAL NEED OF CHILDREN DETERMINED?

Both the child's own income and resources and those of his parents are taken into account in figuring whether SSI is needed and, if so, the amount of the SSI payment.



In looking at the income and resources of the child's parents, however, the needs of the parents and their other dependent children are taken into account. Also, there are substantial deductions from the income for work expenses and work incentives. Thus, a blind or disabled child living with his mother and father and two dependent siblings could be eligible for SSI even though the monthly earnings in the family were as much as $1,400.

## AT IS THE SSI PAYMENT?

The maximum individual SSI payment is $210.20. This amount is received in payment from the Social Security Administration. It is made up of $177.80 in Federal money and $32.40 in supplemental money supplied by Pennsylvania through the Department of Public Welfare.

The SSI amount paid for the individual is this amount ($210.20) less the amount income SSA determines to be available the child from his own income and that parents. If there is no such income, full $210.20 is paid monthly in the 's behalf.

If there is income to be counted the child's income, the first $20 is disded. Thus, if the parents' income, all deductions for their own needs, 80, only $160 of this amount would ce the SSI payment to the child. The payment, in this instance, would be 20.

## ICAL AND REHABILITATION VICES FOR CHILDREN

Anyone who is eligible for SSI pays, no matter how small, is also qualified ceive medical care through the Medical tance program, including payment for cation, dental care and appliances.

The SSI program also provides for ilitation services for children.

## OW TO APPLY FOR BENEFITS

If you believe a child in our care may be eligible for SI, apply for it at your local ocial Security Office. A listing these offices is on the back this leaflet.

When you call for an ppointment, ask what kind information you should bring ith you so that your application can receive prompt attention.

## SOCIAL SECURITY OFFICES

| COUNTY | | |
|---|---|---|
| ADAMS | Chambersburg, PA 17201 | 717-263-4193 |
| ALLEGHENY | New Kensington, PA 15068 | 412-335-2941 |
| | McKeesport, PA 15132 | (412) 678-9451 ext 572 |
| | Ambridge, PA 15003 | 412-266-0580 |
| | Braddock, PA 15104 | 412-351-5400 |
| | Pittsburgh, PA 15205 | 412-361-7511 |
| | Pittsburgh, PA 15232 | 412-644-5730 |
| | Sharpsburg, PA 15237 | 412-644-2977 |
| | Mt. Lebanon, PA 15228 | 412-644-5734 |
| | Pittsburgh, PA 15206 | 412-644-5900 |
| | Pittsburgh, PA 15222 | 412-644-5900 |
| ARMSTRONG | New Kensington, PA 15068 | 412-335-2941 |
| BEAVER | Beaver Falls, PA 15010 | 412-847-8530 |
| | Ambridge, PA 15003 | 412-266-0580 |
| BEDFORD | Altoona, PA 16601 | 814-944-4581 |
| BERKS | Reading, PA 19601 | 215-376-5761 |
| BLAIR | Altoona, PA 16601 | 814-944-4581 |
| BRADFORD | Towanda, PA 18848 | 717-265-2137 |
| BUCKS | Allentown, PA 18101 | 215-433-7396 |
| | Bristol, PA 19007 | 215-785-5963 |
| BUTLER | Butler, PA 16001 | 412-283-1400 |
| CAMBRIA | Altoona, PA 16601 | 814-944-4581 |
| CAMERON | Dubois, PA 15801 | 814-371-8250 |
| CARBON | Hazleton, PA 18201 | 717-455-9541 |
| CENTRE | State College, PA 16801 | 814-234-1601 |
| CHESTER | West Chester, PA 19380 | 215-692-7832 |
| CLARION | Oil City, PA 16301 | 814-676-1851 |
| CLEARFIELD | Dubois, PA 15801 | 814-371-8250 |
| CLINTON | Williamsport, PA 17701 | 717-323-8521 |
| COLUMBIA | Bloomsburg, PA 17815 | 717-640-0837 |
| CRAWFORD | Oil City, PA 16301 | 814-676-1851 |
| | Meadville, PA 16335 | 814-724-6790 |
| CUMBERLAND | Carlisle, PA 17013 | 717-243-8450 |
| DAUPHIN | Harrisburg, PA 17108 | 717-782-3400 |
| DELAWARE | Upper Darby, PA 19082 | 215-352-8660 |
| | Chester, PA 19013 | 215-874-4311 |
| ELK | Dubois, PA 15801 | 814-371-8250 |
| ERIE | Erie, PA 16501 | 814-452-2731 |
| FAYETTE | Uniontown, PA 15401 | 412-438-2560 |
| FOREST | Oil City, PA 16301 | 814-676-1851 |
| FRANKLIN | Chambersburg, PA 17201 | 717-263-4193 |
| FULTON | Chambersburg, PA 17201 | 717-263-4193 |
| GREENE | Washington, PA 15301 | 412-228-4586 |
| HUNTINGDON | Chambersburg, PA 17201 | 717-263-4193 |
| INDIANA | Indiana, PA 15701 | 412-463-0131 |
| JEFFERSON | Dubois, PA 15801 | 814-371-8250 |
| JUNIATA | Lewistown, PA 17044 | 717-242-3434 |
| LACKAWANNA | Carbondale, PA 18407 | 717-282-6900 |
| LANCASTER | Lancaster, PA 17603 | 717-393-5061 |
| LAWRENCE | New Castle, PA 16101 | 412-658-0566 |
| LEBANON | Lebanon, PA 17042 | 717-272-3000 |
| LEHIGH | Allentown, PA 18101 | 215-433-7391 |
| LUZERNE | Pittston, PA 18640 | 717-655-1465 |
| | Hazleton, PA 18201 | 717-455-9541 |
| LYCOMING | Williamsport, PA 17701 | 717-323-8521 |
| MCKEAN | Dubois, PA 15801 | 814-371-8250 |
| | Olean, N. Y. 14760 | 716-372-1830 |
| MERCER | Sharon, PA 16146 | 412-346-4106 |
| MIFFLIN | Lewistown, PA 17044 | 717-242-3434 |
| MONROE | East Stroudsburg, PA 18301 | 717-421-8490 |
| MONTGOMERY | Philadelphia, PA 19146 | 215-440-9900 |
| | Norristown, PA 19401 | 215-277-3300 |
| MONTOUR | Sunbury, PA 17801 | 717-286-7101 |
| NORTHAMPTON | Easton, PA 18042 | 215-258-6351 |
| | Easton, PA 18042 | 215-258-6351 |
| NORTHUMBERLAND | Bethlehem, PA 18018 | 215-691-5114 |
| | Shamokin, PA 17872 | 717-223-0521 |
| PERRY | Sunbury, PA 17801 | 717-286-7101 |
| PHILADELPHIA | Harrisburg, PA 17108 | 717-782-3400 |
| | Philadelphia, PA 19139 | 215-748-5000 |
| | Philadelphia, PA 19105 | 215-597-7810 |
| | Philadelphia, PA 19153 | 215-722-5000 |
| | Philadelphia, PA 19146 | 215-568-0948 |
| | Philadelphia, PA 19122 | 215-597-8700 |
| | Philadelphia, PA 19134 | 215-426-5450 |
| | Philadelphia, PA 19131 | 215-222-1800 |
| | Philadelphia, PA 19140 | 215-226-4172 |
| | Philadelphia, PA 19146 | 215-597-0830 |
| | Philadelphia, PA 19104 | 215-387-1040 |
| PIKE | Scranton, PA 18503 | 717-346-7141 |
| POTTER | Olean, N. Y. 14760 | 716-372-1830 |
| SCHUYLKILL | Hazleton, PA 18201 | 717-455-9541 |
| | Pottsville, PA 17901 | 717-622-1400 |
| SNYDER | Sunbury, PA 17801 | 717-286-7101 |
| SOMERSET | Johnstown, PA 15901 | 814-536-0301 |
| | Somerset, PA 15501 | 814-445-6151 |
| SULLIVAN | Towanda, PA 18848 | 717-265-2137 |
| SUSQUEHANNA | Carbondale, PA 18407 | 717-282-6900 |
| | Binghamton, N. Y. 13902 | 607-722-5422 |
| TIOGA | Corning, N Y 14830 | 607-936-4567 |
| UNION | Sunbury, PA 17801 | 717-286-7101 |
| VENANGO | Oil City, PA 16301 | 814-676-1851 |
| WARREN | Jamestown, N. Y. 14701 | 716-484-0565 |
| WASHINGTON | Charleroi, PA 15022 | 412-483-8026 |
| | Uniontown, PA 15401 | 412-438-2560 |
| | Washington, PA 15301 | 412-228-4586 |
| WAYNE | Carbondale, PA 18407 | 717-282-6900 |
| WESTMORELAND | Indiana, PA 15701 | 412-463-0131 |
| | New Kensington, PA 15068 | 412-335-2941 |
| | McKeesport, PA 15132 | (412) 678-9451 ext 572 |
| | Charleroi, PA 15022 | 412-483-8026 |
| | Johnstown, PA 15901 | 814-536-0301 |
| | Uniontown, PA 15401 | 412-438-2560 |
| | Greensburg, PA 15601 | 412-837-0740 |
| WYOMING | Scranton, PA 18501 | 717-346-7141 |
| YORK | York, PA 17403 | 717-843-0646 |

COMMONWEALTH OF PENNSYLVANIA

Milton J. Shapp
Governor

Frank S. Beal
Secretary of Public Welfare

# DISABLED CHILDREN

*Need Special Care*